

# **Cathrine Ann's Room and A-V Set-Up**

## **A/V Preference**

1. Wireless system with E6 Headset
2. CD Player – ability to play Intro/Outro Music
3. Lectern
4. Theatre style seating – Full House lights

### Helpful Hints:

1. Use speakers in the front, middle and rear of the audience.
2. If recording, put microphones in the audience to pick up audience response.
3. Use additional light sources for presenter. Studies show that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
4. Keep the front row no more than six feet away.
5. Do not over seat the room. If you are planning 200 people, set the room for 200 (or fewer), not 250. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
6. If the room is rectangular, set the stage area in the middle of the long wall – not on the short end. It is better to have an audience wide than deep.
7. Ask attendees to turn off pagers, phones and other possible alarms before beginning.
8. Use a dark backdrop – the face of the presenter is accentuated against it.
9. Use music in your program.

10. Use image magnification where appropriate.

### Audio or Video Taping

If you are planning to record Cathrine's presentation, a separate agreement and additional fee may be required. Please contact us for details.

Thank you!